



## Miami-Dade Animal Services

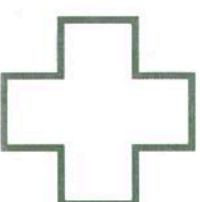


### PET FRIENDLY EVACUATION CENTERS (PPEC)



*Delivering Excellence Every Day*

**Emergency/  
Preparedness**



The Pet-friendly Evacuation Center (PFEC) Plan is a strategy that defines the operation of an evacuation center to accommodate people and their pets who live in unsafe structures or evacuation zones. It identifies the potential obstacles and offers recommendations that allow for the opening of such a shelter.

❖ **LOCAL ANIMAL SHELTERS CANNOT HANDLE  
THE PUBLIC'S ANIMALS AS WELL AS THEIR  
HOMELESS ANIMALS**

❖ **RED CROSS AND/OR PUBLIC SHELTERS DO  
NOT ACCEPT PETS**

❖ **MANY FAMILIES WILL CHOSE TO STAY WITH  
THEIR PETS AS OPPOSED TO OBEYING AN  
EVACUATION ORDER**





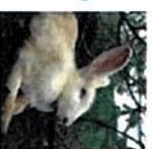
## *Eligibility*

Pet owners residing in qualified evacuation zones, unsafe structures or trailers can participate in the Pet-Friendly Evacuation Centers (PEC).

### **Requirements for admittance to Pet Friendly Evacuation Centers:**

Provide proof of residency within an evacuation zone  
Present medical and current vaccination records for each pet  
Annual Rabies Vaccinations with a visible Miami-Dade License  
Pet owners must bring supplies for themselves and their pet's  
Family member must remain in the PEC with the pet's  
Limit four (4) pets per household

- Dogs
- Cats
- Ferrets
- Pocket Pets, limited to Gerbils, Guinea Pigs, Hamsters, Rabbits
- Birds (common house-hold varieties, does not include exotics)
- Types and numbers of pets





For the overall health and welfare of the temporary residents of this facility, animals deemed contagious or dangerous will not be granted access. This includes any animal suffering from a severe flea and tick infestation or any form of active parasitic or fungal infection such as ringworm or mange.



## REQUIRED ITEMS FOR OWNERS

Pet owners are reminded that pets require special consideration:

- Photo I.D. and proof of residency, such as a current utility bill – address must match that given during registration;
- Personal bedding material;
- Non-perishable food and water for at least Five days;
- Special dietary needs;
- All medications;
- Personal hygiene items;
- Personal entertainment material, such as books and games; TVs are not permitted;
- Family/individual disaster supplies, e.g. flashlight, radio, batteries, etc.,
- Firearms, knives and teasers are not permitted.

## REQUIRED ITEMS FOR PETS

- A suitable carrier/crate for the animal, which must allow for the animal to stand, turn around, and fully recline;
- A collar, leash, and muzzle, if applicable, owners know how their animals react around strangers and other animals and are responsible for muzzling their animals when necessary;
- Dry pet food and water for at least three (5) days for each animal, food must be properly packaged in a airtight plastic container and clearly labeled with both the owner's and the pet's name;
- Appropriate feeding containers for food and water;
- Proof of current rabies vaccines and license, as stipulated in each respective section;
- Appropriate bedding materials and toys. In order to avoid injury to response personnel or the public from anxious or aggressive pets, owners are required to:

# Disaster Preparedness Animal Supply Checklist



Animal Services  
7401 NW 74<sup>th</sup> Street  
Miami, Florida 33156  
[www.miamidade.gov](http://www.miamidade.gov)



## Disaster Preparedness Animal Supplies Checklist

Hurricane Season is  
June 1 – November 30

### **PREPARE YOUR PET'S DISASTER KIT TODAY!**

- |   |  |
|---|--|
| <p><input checked="" type="checkbox"/> <b>Food</b></p> <ul style="list-style-type: none"> <li>• Two-week supply</li> <li>• Manual Can Opener</li> </ul> <p><input checked="" type="checkbox"/> <b>Water</b></p> <ul style="list-style-type: none"> <li>• Two-week supply</li> </ul> <p><input checked="" type="checkbox"/> <b>Bowls</b></p> <ul style="list-style-type: none"> <li>• For food &amp; water that attach to cage</li> </ul> <p><input checked="" type="checkbox"/> <b>Portable Carrier / Crate</b></p> <ul style="list-style-type: none"> <li>• Large enough for pet to stand &amp; turn around in.</li> <li>• Each pet in separate crate.</li> </ul> <p><input checked="" type="checkbox"/> <b>Identification</b></p> <ul style="list-style-type: none"> <li>• Collar, Tag &amp; Leash</li> <li>• Microchip (Registered with national database)</li> <li>• Current photo of every pet WITH OWNER (to prove that you are the pet's owner)</li> </ul> | <p><input checked="" type="checkbox"/> <b>First Aid Kit</b></p> <ul style="list-style-type: none"> <li>• First Aid Guide Book</li> <li>• Roller Bandages</li> <li>• Scissors</li> <li>• Gauze</li> <li>• Antibiotic Ointment</li> <li>• Medications</li> <li>• Medical records (stored in a waterproof container or plastic zip bag)</li> </ul> <p><input checked="" type="checkbox"/> <b>Cat Litter &amp; Litter Box</b></p> <ul style="list-style-type: none"> <li>• Litter Scooper</li> </ul> <p><input checked="" type="checkbox"/> <b>Cleaning Supplies</b></p> <ul style="list-style-type: none"> <li>• Paper Towels</li> <li>• Disinfectant</li> <li>• Plastic Trash Bags</li> <li>• Hand sanitizer</li> <li>• "Quick Bath" wipes</li> <li>• Plastic poop bags</li> </ul> |
|---|--|





- In addition to pre-selected public school facilities such as Dr. Michael Krop Senior High and South Miami Senior Miami-Dade County has designated the Darwin Fuchs (Sunshine) Pavilion on the Miami-Dade County Fair & Exposition grounds as a PPEC. It is fully air-conditioned, measures 350 feet in length and 140 feet in width and contains 49,000 square feet of space.

- The floor plan consists of one large common-air space with several small rooms off to each side. These include two storage areas, two food service areas, and male and female restrooms. In addition, there are two other rooms used as electrical and telephone rooms. There is parking for up to 400 cars adjacent to the entrance and standing water flooding has never been an issue.

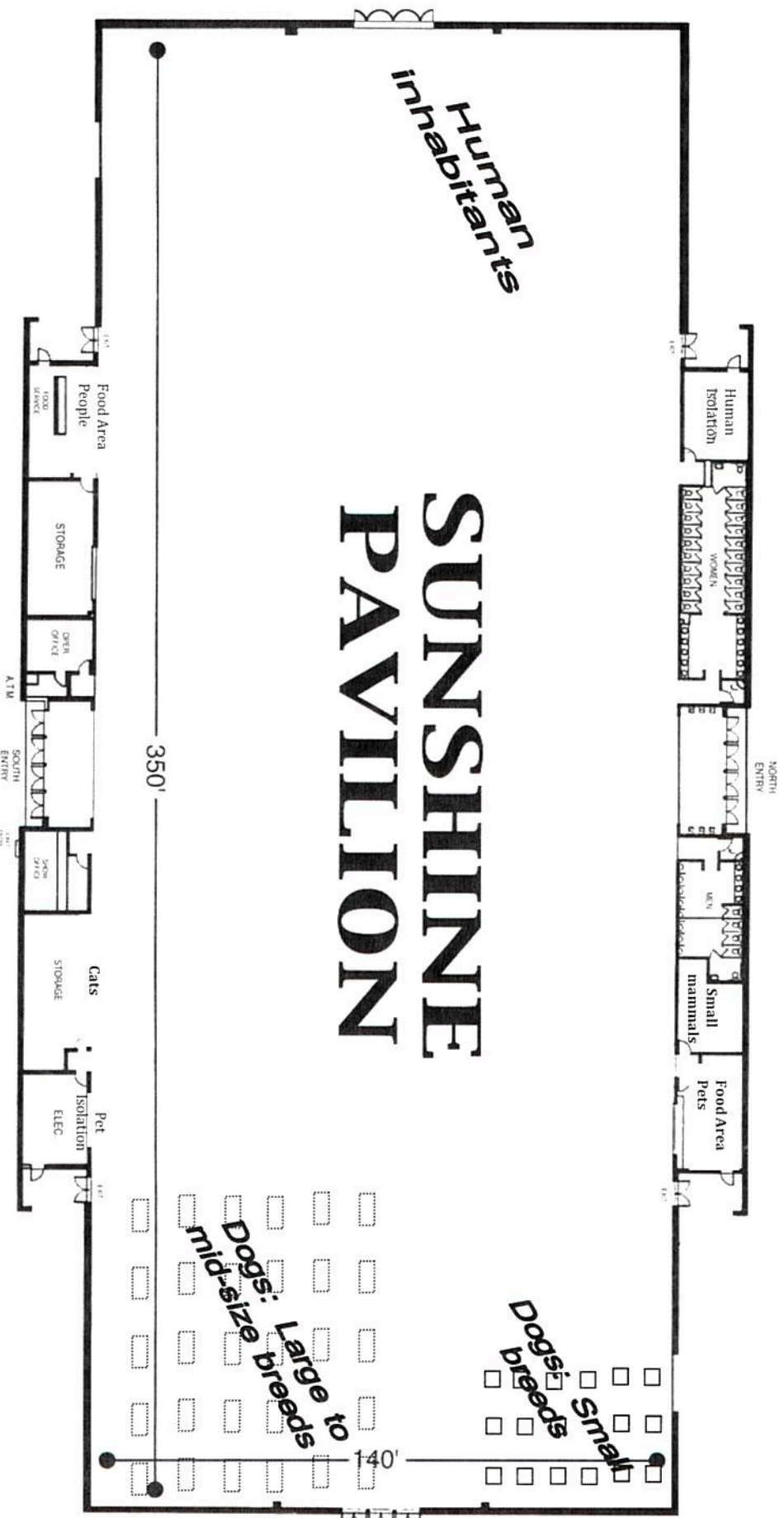
- The layout of this building does not allow for the total separation of pets and people. Use of two enclosed storage areas, one on either side of the building, can effect the separation of cats and other small mammals from both the dogs and human inhabitants, if necessary.

- There is one food service unit at each end of the facility; one will be dedicated for people, the other to animals. To address the possible need for quarantine of either an individual or an animal the telephone and electrical rooms are committed as isolation rooms. Both have outside access doors that allow for the removal of quarantine victims without passing back through the general population area.

## Facilities



# Darwin Fuchs Pavilion





The Miami-Dade Animal Services Department (ASD) will maintain the lead role in the PFEC. ASD will provide staff to manage the area housing pets. In addition, ASD staff is responsible for cleaning and disinfecting the facility upon closing.

## Staffing

- Alpha/bravo shifts
- Animal Service will assign an employee to serve as Shelter supervisor to each shift
- All volunteers and county employees must sign in and out
- Alpha shift not excused until bravo shift arrives and vice-versa
- Staff must bring their own supplies

### STAFFING

- 2 ASD assigned to Registration Table
- 1 Animal Care Specialists assigned to kennel area
- 1 Animal Control Officer or Investigator assigned as Shelter Liaison with EOC

## Site Prep

- Plastic on floor taped down, crates on top
- Extra supplies (crates, food, etc.)
- Sign in table
- Garbage cans/cleaning supplies
- Registration Forms

### STATION EQUIPMENT/SUPPLIES

- 150 Applications
- 150 Hold-harmless agreements
- 4 Copies of PFEC SOP
- 1 Hardbook Computer
- 1 Digital Camera
- 1 Photocopier
- Wristbands Bands
- Medical – Cleaning Equipment



# On-Site Registration



## On-Site Registration:

PET-FRIENDLY EVACUATION CENTER

Family Surname: \_\_\_\_\_

Number of family members reporting to shelter \_\_\_\_\_

### Family Members:

1<sup>st</sup> name: \_\_\_\_\_

1<sup>st</sup> name: \_\_\_\_\_

1<sup>st</sup> name: \_\_\_\_\_

1<sup>st</sup> name: \_\_\_\_\_

1<sup>st</sup> name: \_\_\_\_\_

If minors, give Age(s)

Home Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

### Pet information

PETS' NAME	AGE	SPECIES (dog, cat, etc)	BREED (dog: mixed, boxer, etc) (cat: Persian, alley, etc)	M/F	COLOR/MARKING (Brown, calico, black & white, etc)	WEIGHT

# Staffing Guide: Check-in

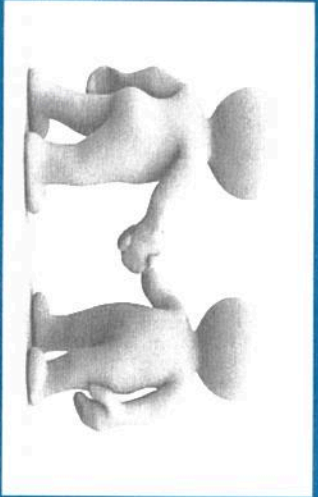


1. Make sure pet is secured in an appropriate container and that all dogs have collars and leashes. Large breed dogs will not be transported nor presented in crates and need to be presented on leashes. Makes sure appropriate crate is brought with pet. If presented without carrier/cage provide
2. Collect:
  - ☐ photo I.D. of owner (adult),
  - ☐ completed registration,
  - ☐ hold-harmless agreement
  - ☐ two (2) photo of pet(s),
  - ☐ proof of residency (current utility bill)
  - ☐ proof of current vaccinations and license information
3. If dog is licensed, check I.D. address against address listed on Chameleon. If different, request verification of address and update registration record and/Chameleon.
4. Photocopy owner's picture I.D. and proof of current vaccinations, and place in a manila envelope along with one (1) photo of animal, registration, hold-harmless agreement. Front top to bottom (see attachment) print: Owner is to retain one (1) photo of pet
  - ☐ Owner's last name.
  - ☐ Pet's name
  - ☐ Gender
  - ☐ Type (as recorded on vaccination receipt)
5. Starting with the number one, print number on wristband and attach to owner's left wrist.
6. If everything is in order, direct only one adult owner with pet(s) to animal triage area. Direct all other family member to general population staging area.
  - ☐ Registration, provide and have owner fill out on site.
  - ☐ Vaccinations, direct to mobile animal clinic and advise to return upon administration
  - ☐ Current Photo. take digital photo of each animal, review to make sure clear and identifiable





# Hold Harmless Agreement



# Hold Harmless Agreement

Family Surname: \_\_\_\_\_

I agree to notify the 311 Call Center of any changes in my registrant status prior to a hurricane warning being issued for any one storm.

I have read and accept the above. ☐

I understand that to gain entrance into the shelter I must reside in one of the mandatory evacuation zones, certain low lying areas, or structures deemed unsafe by the County. Should my residence change and exclude any one condition of entry, I understand my (our) eligibility is negated.

I have read and accept the above. ☐

My animal(s) are in good health. I understand that should my pet(s) be deemed a health or safety risk to any person or animal, entrance will be denied. This includes flea or tick infestation or any active parasitic or fungal infection such as ringworm or mange. I agree to my pet being examined by qualified animal shelter personnel to ascertain their fitness for entry.

I have read and accept the above. ☐

I will provide proof of all required vaccinations at check-in as well as current license as required or allow for the above requirements to be met at registration at my own expense.

I have read and accept the above. ☐

I understand and agree that at least one adult family member will reside in the shelter with the pet(s) at all times and that if at any time my pet(s) is(are) left in the shelter without at least one adult family member that the animal(s) is then considered abandoned and will be immediately surrendered to Animal Services.

I have read and accept the above. ☐

I understand and agree that should my animal, for any reason, be left behind and thereby considered abandoned that I will be responsible for any and all fees, fines, or monetary remittance payable to Animal Services under their adoption, reunification, or euthanasia policy.

I have read and accept the above. ☐

I understand and agree that upon entrance to the shelter that access to the animal(s) is limited and will be allowed contingent upon the needs of the animals or the Animal Services staff.

I have read and accept the above. ☐

I understand that the feeding, replenishing of water, and removal of waste materials from the cage is the responsibility of the adult family member and that immediately upon being requested by shelter staff to report to the animal area, I will do so and perform any feeding, watering, or waste removal necessary.

I have read and accept the above. ☐

I agree to hold harmless all persons, organizations, corporations, or government agencies involved in the care and sheltering of my family, my pet(s) and myself. I further agree to indemnify any persons or entities, which have suffered any loss or damage as a result of the care and sheltering of my animal(s).

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_

# Station Guide: Triage



1. As owners present pets at triage station they will submit documentation envelope to you verify that all documents are enclosed.
  - photocopy of picture I.D.: owner (adult)
  - completed registration – Part II Application
  - one photo of pet(s)
  - proof of current vaccinations for each pet
2. PFEC representative will proceed to print number that corresponds to the owner's yellow wristband, along with the owner's last name, on one of the red wristbands and attach to pet's crate/carrier either on the top or upper corner.
3. Mark wristband number on front of document's folder directly under pet's name
4. Direct owner to take their pet(s) to the appropriate animal staging area.



# Station Guide: Animal Staging



- 1) Prepare the animal staging area by laying down visquine or other provided covering. Make sure that all areas upon which a carrier/cage will rest is adequately covered.
- 2) To prevent the floor covering material from lifting, secure corners with duct tape if necessary.
- 3) Complete floor preparation by laying carpet runners or floor pads over the area on which you will be walking, creating a hallway appearance with cages to the left and/or right.
- 4) Make sure that animal waste station is up and ready for use.
- 5) Once an owner presents with pet make sure that both the yellow and red wristband numbers match.
- 6) Otherwise:
  - ☐ Cat: direct to cat staging area Animal Care Specialist will accept pet and station in staging area, marking down the wristband number and owner's last name on the provided map
  - ☐ Pocket Pet/Ferret/Bird: direct to small animal staging area
  - ☐ Animal Care Specialist will accept pet and station in staging area, marking down the wristband number and owner's last name on the provided map.
  - ☐ Dog: Direct owner to either large breed or medium/small breed staging areas.
  - ☐ Animal Care Specialist will accept pet and station in staging area, marking down the wristband number and owner's last name on the provided map.
- 7) Once animal is staged, the owner must immediately leave the area and report to the general population staging area.
- 8) Cages are to be monitored for water and waste. If at any time water needs to be replenished or waste removed, using the two-way radio, contact the Shelter Manager for the general population side and request owner.
- 9) All animals are to have health conditions, and stress levels monitored. Should an animal appear ill or under duress, it immediately notify the PFEC representative. The representative will report incident to the EOC representative and await instructions.
- 10) Any animal showing any health problems will be isolated from the rest of the population and will require the pet owner to stay alongside their pet.

## *Pet Friendly Evacuation Centers (PFEC)*

### *Closing Notations*

#### **Closing**

- Decision to close shelter is determined by the EOC and communicated to Site Supervisor
- Site Supervisor advises EOC when last pet owner has left facility
- Staff and volunteers remain on site to assist with tear down and clean up
- All registration forms are collected and placed in an envelope (for ASD)

#### **Personnel**

- Staff hours
- Volunteer hours
- Hours of operation
- Pet owners being housed through registration process
- Departure of family

